

**COLONIAL VILLAGE I, A CONDOMINIUM
BOARD OF DIRECTOR'S MEETING
WEDNESDAY, JULY 27, 2011**

Members Present: Austin Wiehe, Vice President
Neil Chritton, 2nd Vice President
Chuck Edwards, Treasurer
Susan Craig, Vice Treasurer
Andrea Raggambi, Secretary

Members Absent: Geoff Schwartzman, President
Michael Cardman, Director

In Attendance: Chuck Vaughan, General Manager, Legum & Norman, Inc.
Sonya Rainey, Assistant Manager, Recording Secretary

I. **Call to Order**

The regular meeting was called to order at 7:07 pm by Vice President Neil Chritton.

II. **Resident's Forum**

There were no residents in attendance.

III. **Reading and Approval of Minutes**

MOTION *Mr. Edwards Motioned to approve the June Meeting Minutes as written.
The Motion was seconded by Mr. Wiehe and carried unanimously.*

IV. **Reports of Officers/Committees**

- **President** – Mr. Edwards provided Board President Geoff Schwartzman's report in his absence:
 - Quarterly Board President's Meeting:** A meeting was held July 12th with Board Presidents of Colonial Villages I, II and III, along with General Manager Chuck Vaughan and Legum & Norman's Vice President of Management Services, Hilary Lape. There was a consensus that each Association was pleased with management services and would reconsider renewing management contracts when they expire in 2012.
 - Open House:** Mr. Schwartzman attended a well attended Open House on July 21st to view Legum & Norman's new offices in Falls Church and meet the Legum & Norman management team along with Associa representatives.
- **Arlington County Civic Federation** – Mr. Wiehe volunteered to attend the next Civic Federation Meeting to be held Tuesday, September 6th at 7:30 pm - Hazel Conference Center at Virginia Hospital Center.

All approved Meeting Minutes are available for viewing on the community's website at ColonialVillagei.com.

V. **Management Report**

Financial – Management reported that the Association was 19% under budget for the operating budget year-to-date. The only outstanding invoice was for a roofing job performed January 2011 in which the contractor agreed in advance to allow the Association to make incremental payments until paid off. The remaining balance is approximately \$25,000 and will be paid from the Association’s reserve funds by October 2011

Management also stated that transfers to reserves would resume once payments for all current projects have been made.

Audit – Management reported that the Association’s auditing firm was reviewing the Association’s records and Management was responding to questions noted in their findings.

Reserve Study – Management presented three proposals for the Board’s consideration. Board members expressed interest in obtaining more information before selecting a bidder.

TASK **Management will obtain and provide references showing other communities the companies have worked with and provide sample reserve studies.**

VI. **Unfinished Business**

There were no matters requiring Board action.

VII. **New Business**

Newsletter Design – Management provided information on 2 vendors for the Board’s consideration.

MOTION **Mr. Chritton Motioned to use the services of LSC Design for quarterly newsletter design. The Motion was seconded by Mr. Edwards, and carried unanimously.**

Web Maintenance – Management provided options for web maintenance; however, it was the Board’s consensus to have volunteers from the Board handle web maintenance until further options were explored.

VIII. **Adjournment**

MOTION **With no further business to discuss, Mr. Wiehe Motioned to adjourn the meeting at 8:29 pm to enter into Executive Session. The Motion was seconded by Mr. Chritton, and carried unanimously.**

IX. **Reconvene**

The meeting was reconvened at 8:42 pm. The following was approved during Executive Session:

- The June Meeting Minutes were unanimously approved with no corrections.

Respectfully Submitted by:

Sonya Rainey, Recording Secretary

Approved by:

Andrea Raggambi, Secretary

Date

The next meeting is scheduled for Wednesday, August 24, 2011.